

### Sample Coding for Library Services:

EFM 45 Report: Page 7E, column 2 and/or 3

**Definition:** Activities concerned with directing, managing, and supervising educational media services as well as such activities as selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning for the use of the library by students, teachers, and other members of the instructional staff; and guiding individuals in their use of library books, reference guides and materials, catalog materials, special collections, and other materials, whether maintained separately or as a part of an instructional materials center. These activities include developing and acquiring library materials and operating library facilities.

	Fund	Program	Function	Object	Cost Center	Description
Elementary K-8	100	0000	2220	1010	01-19	Librarian salary
	100	0000	2220	2010	01-19	Librarian benefits, excluding retirement/tuition
	100	0000	2220	2310	01-19	Librarian retirement
	100	0000	2220	2510	01-19	Librarian tuition reimbursement
	100	0000	2220	1020	01-19	Aide salary
	100	0000	2220	2020	01-19	Aide benefits, excluding retirement/tuition
	100	0000	2220	2320	01-19	Aide retirement
	100	0000	2220	2520	01-19	Aide tuition reimbursement
	100	0000	2220	1510	01-19	Dept Head Stipend
	100	0000	2220	2000	01-19	Stipend benefits, excluding retirement/tuition
	100	0000	2220	2300	01-19	Stipend retirement
	100	0000	2220	3000	01-19	Purchased Professional Services
	100	0000	2220	3300	01-19	Employee Training/Development
	100	0000	2220	4000	01-19	Purchased Property Services
	100	0000	2220	4320	01-19	Technology Related Repairs/Maintenance
	100	0000	2220	4330	01-19	Software Related Repairs/Maintenance
	100	0000	2220	4430	01-19	Rental of Technology Equipment
	100	0000	2220	5000	01-19	Other Purchased Services
	100	0000	2220	5800	01-19	Employee Travel, excluding Professional Development
	100	0000	2220	5810	01-19	Employee Travel for Professional Development
	100	0000	2220	6000	01-19	Other Supplies (not delineated in 6000 range below)
	100	0000	2220	6100	01-19	Instructional Supplies
	100	0000	2220	6400	01-19	Books
	100	0000	2220	6500	01-19	Technology Related Supplies
	100	0000	2220	7000	01-19	Property (fixed asset)
	100	0000	2220	7001	01-19	Property (supply asset)
	100	0000	2220	7340	01-19	Technology related hardware (fixed asset)
	100	0000	2220	7341	01-19	Technology related hardware (supply asset)
	100	0000	2220	7350	01-19	Technology related software (fixed asset)
	100	0000	2220	7351	01-19	Technology related software (supply asset)
	100	0000	2220	8000	01-19	Miscellaneous
	100	0000	2220	9000	01-19	Other Items

Secondary 9-12 same coding string EXCEPT use cost center 30-38 series